

# **PART B**

## **Individuals with Disabilities Education Act**

### **FEDERAL PROJECT COMPLETION REPORT**

**Fiscal Year 2012**

**SYSTEM** \_\_\_\_\_

**PROJECT NO.** \_\_\_\_\_

**DATE OF REPORT** \_\_\_\_\_

#### **CERTIFICATION**

I hereby certify that the information contained in this project completion report is correct to the best of my knowledge and belief that funds were properly obligated and expended during the approved project operation time period.

\_\_\_\_\_  
**Signature of Director of Schools**

\_\_\_\_\_  
**Date Signed**

#### **BUDGET EXPENDITURE SUMMARY**

**Total Grant Award** \_\_\_\_\_

**Less Expenditures** \_\_\_\_\_

**Total Remaining Funds** \_\_\_\_\_

**MAIL ORIGINAL AND TWO COPIES OF THIS REPORT TO THE IDEA FISCAL  
MANAGEMENT CONSULTANT SERVING YOUR LEA.**

## LINE ITEM EXPLANATIONS

*(Attach as many pages as necessary)*

Use this page to explain differences between approved line item amounts--including the latest approved amendment--and actual line item expenditures. (To be used when budget and expenditure amounts differ significantly or as necessary.)



**Do not include these amounts in the line item series on pages 4-11; however, total amounts will be included in the Grand Total on page 12.**

SCHOOL SYSTEM: \_\_\_\_\_

Account Number	Instruction - 71000 Alternative Instruction Program (71150)	Latest State Approved Budget	Total Expenditure Amount
71150 116	Teachers		
71150 128	Homebound Teachers		
71150 162	Clerical Personnel		
71150 163	Educational Assistants		
71150 189	Other Salaries & Wages		
71150 195	Certified Substitute Teachers		
71150 198	Non-Certified Certified Substitute Teachers		
71150 201	Social Security		
71150 204	State Retirement		
71150 206	Life Insurance		
71150 207	Medical Insurance		
71150 208	Dental Insurance		
71150 210	Unemployment Compensation		
71150 212	Employer Medicare		
71150 299	Other Fringe Benefits		
71150 311	Contracts with Other School Systems		
71150 330	Operating Lease Payments		
71150 336	Maintenance And Repair Services - Equipment		
71150 356	Tuition		
71150 369	Contracts for Substitute Teachers - Certified		
71150 370	Contracts for Substitute Teachers - Non-Certified		
71150 399	Other Contracted Services		
71150 429	Instructional Supplies & Materials		
71150 449	Textbooks		
71150 499	Other Supplies & Materials		
71150 535	Fee Waivers		
71150 599	Other Charges (Specify)		
71150 790	Other Equipment		
71150	Total Expenditures - Alternative Instruction Program	0.00	0.00

SCHOOL SYSTEM: \_\_\_\_\_

Account No.	Instruction - (71000) Special Education Program - (71200)	Latest State Approved Budget	Total Expenditure Amount
71200 116	Teachers		
71200 128	Homebound Teachers		
71200 162	Clerical Personnel		
71200 163	Educational Assistants		
71200 171	Speech Pathologist		
71200 189	Other Salaries & Wages		
71200 195	Certified Substitute Teachers		
71200 198	Non-Certified Substitute Teachers		
71200 201	Social Security		
71200 204	State Retirement		
71200 206	Life Insurance		
71200 207	Medical Insurance		
71200 208	Dental Insurance		
71200 210	Unemployment Compensation		
71200 212	Employer Medicare		
71200 299	Other Fringe Benefits		
71200 310	Contracts With Other Public Agencies		
71200 311	Contracts With Other School Systems		
71200 312	Contracts With Private Agencies		
71200 322	Evaluation & Testing		
71200 330	Operating Lease Payments		
71200 336	Maintenance And Repair Services-Equipment		
71200 356	Tuition		
71200 369	Contracts for Substitute Teachers - Certified		
71200 370	Contracts for Substitute Teachers - Non-		
71200 399	Other Contracted Services		
71200 429	Instructional Supplies & Materials		
71200 449	Textbooks		
71200 499	Other Supplies & Materials		
71200 535	Fee Waivers		
71200 599	Other Charges (Specify)		
71200 725	Special Education Equipment		
71200	Total Expenditures for SPED Instruction	0.00	0.00

SCHOOL SYSTEM \_\_\_\_\_

Account No.	Support Services (72000) Students (72100) Health Services (72120)	State Approved Budget	Total Expenditure Amount
72120 131	Medical Personnel		
72120 189	Other Salaries & Wages		
72120 201	Social Security		
72120 204	State Retirement		
72120 206	Life Insurance		
72120 207	Medical Insurance		
72120 208	Dental Insurance		
72120 210	Unemployment Compensation		
72120 212	Employer Medicare		
72120 299	Other Fringe Benefits		
72120 307	Communication		
72120 330	Operating Lease Payments		
72120 336	Maintenance & Repair Services - Equipment		
72120 348	Postal Charges		
72120 355	Travel		
72120 399	Other Contracted Services		
72120 413	Drugs & Medical Supplies		
72120 499	Other Supplies & Materials		
72120 524	In-Service/Staff Development		
72120 599	Other Charges (Specify)		
72120 735	Health Equipment		
72120	TOTAL EXPENDITURES	0.00	0.00

**SCHOOL SYSTEM**

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Account No.	Support Services (72000) Students(72100) Other Student Support (72130)	Latest State Approved Budget	Total Expenditure Amount
72130 123	Guidance Personnel		
72130 124	Psychological Personnel		
72130 130	Social Workers		
72130 135	Assessment Personnel		
72130 161	Secretary(s)		
72130 162	Clerical Personnel		
72130 164	Attendants		
72130 170	School Resource Officer		
72130 189	Other Salaries & Wages		
72130 201	Social Security		
72130 204	State Retirement		
72130 206	Life Insurance		
72130 207	Medical Insurance		
72130 208	Dental Insurance		
72130 210	Unemployment Compensation		
72130 212	Employer Medicare		
72130 299	Other Fringe Benefits		
72130 307	Communication		
72130 309	Contracts with Government Agencies		
72130 311	Contracts with Other School Systems		
72130 322	Evaluation & Testing (Contracts)		
72130 330	Operating Lease Payment		
72130 336	Maintenance & Repair Services -Equipment		
72130 348	Postal Charges		
72130 355	Travel		
72130 399	Other Contracted Services		
72130 499	Other Supplies & Materials		
72130 524	In-Service/Staff Development		
72130 599	Other Charges (Specify)		
72130 790	Other Equipment		
72130	Total Expenditures for Other Student Support	0.00	0.00



## SCHOOL SYSTEM

Account No.	Support Services (72000) Instructional Staff (72220) Alternative Instruction Program (72215)	Latest State Approved Budget	Total Expenditure Amount
72215 105	Supervisor/Director		
72215 123	Guidance Personnel		
72215 129	Librarian (s)		
72215 138	Instructional Computer Personnel		
72215 161	Secretary (s)		
72215 162	Clerical Personnel		
72215 163	Education Assistants		
72215 189	Other Salaries & Wages		
72215 196	In-Service Training		
72215 201	Social Security		
72215 204	State Retirement		
72215 206	Life Insurance		
72215 207	Medical Insurance		
72215 208	Dental Insurance		
72215 210	Unemployment Compensation		
72215 212	Employer Medicare		
72215 299	Other Fringe Benefits		
72215 307	Communication		
72215 330	Operating Lease Payments		
72215 336	Maintenance & Repair Services-Equipment		
72215 348	Postal Charges		
72215 355	Travel		
72215 399	Other Contracted Services		
72215 432	Library Books/Media		
72215 499	Other Supplies & Materials		
72215 524	In-Service/Staff Development		
72215 599	Other Charges (Specify)		
72215 790	Other Equipment		
72215	Total Expenditures for Alternative Instruction Program	0.00	0.00

Account No.	Support Services (72000) Instructional Staff (72200) Special Education Program (72220)	Latest State Approved Budget	Total Expenditure Amount
72220 105	Supervisor/Director		
72220 124	Psychological Personnel		
72220 135	Assessment Personnel		
72220 161	Secretary(s)		
72220 162	Clerical Personnel		
72220 171	Speech Pathologist (Supervisory)		
72220 189	Other Salaries & Wages		
72220 196	In-service Training		
72220 201	Social Security		
72220 204	State Retirement		
72220 206	Life Insurance		
72220 207	Medical Insurance		
72220 208	Dental Insurance		
72220 210	Unemployment Compensation		
72220 212	Employer Medicare		
72220 299	Other Fringe Benefits		
72220 307	Communication		
72220 308	Consultants		
72220 330	Operating Lease Payments		
72220 336	Maintenance & Repair Services - Equipment		
72220 348	Postal Charges		
72220 355	Travel		
72220 399	Other Contracted Services		
72220 499	Other Supplies & Materials		
72220 524	In-service/Staff Development		
72220 599	Other Charges (Specify)		
72220 790	Other Equipment		
72220	Total Expenditures for Special Education Program Staff	0.00	0.00

## SCHOOL SYSTEM \_\_\_\_\_

Account No.	Support Services (72000) School Administration (72400) Office of The Principal (72410)	Latest State Approved Budget	Total Expenditure Amount
72410 104	Principal(s)		
72410 119	Accountants/ Bookkeepers		
72410 139	Assistant Principal(s)		
72410 161	Secretary(s)		
72410 162	Clerical Personnel		
72410 189	Other Salaries & Wages		
72410 196	In-service Training		
72410 201	Social Security		
72410 204	State Retirement		
72410 206	Life Insurance		
72410 207	Medical Insurance		
72410 208	Dental Insurance		
72410 210	Unemployment Compensation		
72410 212	Employer Medicare		
72410 299	Other Fringe Benefits		
72410 307	Communication		
72410 317	Data Processing Service		
72410 320	Dues & Memberships		
72410 330	Operating Lease Payment		
72410 336	Maintenance & Repair Services - Equip		
72410 348	Postal Charges		
72410 355	Travel		
72410 399	Other Contracted Services		
72410 411	Data Processing Supplies		
72410 435	Office Supplies		
72410 499	Other Supplies & Materials		
72410 524	In-service/Staff Development		
72410 599	Other Charges (Specify)		
72410 701	Administration Equipment		
72410	Total Expenditures for Office of Principal	0.00	0.00

## SCHOOL SYSTEM \_\_\_\_\_

Account No.	Support Services (72000) Transportation (72700)	Student	Latest State Approved Budget	Total Expenditure Amount
72710 105	Supervisor/Director			
72710 142	Mechanic(s)			
72710 146	Bus Drivers			
72710 162	Clerical Personnel			
72710 189	Other Salaries & Wages			
72710 196	In-service Training			
72710 201	Social Security			
72710 204	State Retirement			
72710 206	Life Insurance			
72710 207	Medical Insurance			
72710 208	Dental Insurance			
72710 210	Unemployment Compensation			
72710 212	Employer Medicare			
72710 299	Other Fringe Benefits			
72710 307	Communication			
72710 311	Contracts with other School Systems			
72710 312	Contracts with Private Agencies			
72710 313	Contracts with Parents			
72710 314	Contracts with Public Carriers			
72710 315	Contracts with Vehicle Owners			
72710 329	Laundry Service			
72710 330	Operating Lease Payments			
72710 338	Maintenance & Repair Service-Vehicles			
72710 340	Medical & Dental Services			
72710 348	Postal Charges			
72710 351	Rentals			
72710 355	Travel			
72710 399	Other Contracted Services			
72710 412	Diesel Fuel			
72710 418	Equipment & Machinery Parts			
72710 424	Garage Supplies			
72710 425	Gasoline			
72710 433	Lubricants			
72710 450	Tires & Tubes			
72710 453	Vehicle Parts			
72710 499	Other Supplies & Materials			
72710 511	Vehicle & Equipment Insurance			
72710 524	In-service/Staff Development			
72710 599	Other Charges (Specify)			
72710 701	Administration Equipment			
72710 729	Transportation Equipment			
72710	Total Expenditures for Transportation		0.00	0.00

# SCHOOL SYSTEM

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Account Number	Other Uses (99000) Operating Transfers (99100)	Budgeted Amt (Including Amendments)	Total Expenditure Amount
99100 590	Transfer to Other Funds		
	(Indirect Cost)		
99100 590	Transfer to Other Funds		
	(Permissive Use of Funds – P.3)		
	Total		
	Grand Total – Project Expenditures		
	Total Direct Expenditures (Totals P. 4-11)		
	** LESS: Capital Outlay (Equipment)		
	Total Indirect Cost Base		
	Times Indirect Cost Rate X		
	Indirect Cost Claimed		

Submitting Completion Reports for IDEA, Part B  
For the Division of Special Education

Use the appropriate Federal Project Completion Report for either Part B or Preschool located on the Division of Special Education website under Management forms.

All budgeted amounts in the completion report must agree with the last approved budget or amendment.

Use page 2 to explain any significant differences between the budgeted line item amounts in the report and the actual line item expenditures. Page 3 is used to report *Permissive Use of Funds* expenditures only. Make sure these amounts are not included in the line item series on pages 4-11 of the completion report. Amendments are included in the Grand Total on page 12.

For pages 4-11, please remember:

- ❶ Funds cannot be paid from any line item where money was not previously budgeted.
- ❷ Additional equipment cannot be added through the Completion Report.
- ❸ Additional personnel cannot be added through the Completion Report.

Page 12 of this report is used to determine the total amount of expenditures for the LEA and to determine the amount of indirect cost that may be charged by the LEA to the federal grant. The Grand Total of Project Expenditures includes all funds--including Use of Funds and indirect cost amounts. When determining the indirect cost, you may find the following information helpful:

Total Direct Expenditures	This is the amount of the grand total-project expenditures <u>minus</u> transfers to other funds (indirect cost, permissive use of funds)
LESS: Capital Outlay	This is the total amount of funds spent in all equipment line items
Total Indirect Cost Base	Once subtracting out all equipment and permissive use of funds, this is the amount upon which the LEA may calculate indirect cost
Indirect Cost Rate	Make sure to use the indirect cost rate applicable to the fiscal year in which the funds were expended
Indirect Cost Claimed	The LEA may claim the total amount of indirect cost determined in this formula or less.*

\*If the indirect cost rate is not budgeted in the Comprehensive Application or subsequent amendments, the LEA must submit an amendment to include this line item prior to claiming this expenditure in the Completion Report.